



## **Training Calendar 2018**

**(Jan. 1 – June 30)**

Developed for:

Office of Licensing and Regulation

Developed by:

Business Operations Training Unit

Department of Child Safety

This calendar will serve as notice for dates/locations for scheduled training offerings being held for the Office of Licensing and Regulation for the first half of 2018.

### **Class Dates/Locations:**

#### **Quick Connect Training**

##### **Metro Phoenix**

- Tuesday, February 13, 2018 (9:00am-4:00 pm)
- Tuesday, May 15, 2018, (9:00am-4:00pm)

##### **Tucson**

- Tuesday, February 20, 2018 (9:00am-4:00pm)
- Tuesday, May 22, 2018 (9:00am-4:00pm)

#### **Life Safety Inspection Training**

##### **Metro Phoenix**

- January 10, 2018 Wednesday (9:00am-12:00pm)

##### **Tucson**

- February 21, 2018 Wednesday (10:00am-1:00pm)

##### **Mesa**

- April 18, 2018 Wednesday (9:00am-12:00pm)

##### **Prescott**

- May 9, 2018 Wednesday (10:00am-1:00pm)

- **Life Safety Inspections – Live Lab Supplemental**

**\*\*Please read prerequisites for this training under Class Description\*\***

**Metro Phoenix**

- Wednesday, March 21, 2018
- Wednesday, May 23, 2018

**Time Slots**

8:30am-10am  
 10:30am-12noon  
 1:00pm-2:30pm  
 3:00pm-4:30pm

**Comforting the Trauma Tremors- Train the Trainer**

**Metro Phoenix**

- January 16, 2018 Tuesday (9:00am- 4:00pm)
- April 26, 2018 Thursday (9:00am- 4:00pm)

**Tucson**

- March 13, 2018 Tuesday (9:00am- 4:00pm)
- May 15, 2018 Tuesday (9:00am- 4:00pm)

**Registration process:**

- You may **request** a spot in the announced classes at any time via [OLRTraining@azdes.gov](mailto:OLRTraining@azdes.gov).
  - *For registration we will need: Name, Agency, Address, Email, Phone number, Supervisors phone number and email address and Name of class/date of class requesting attendance in.*
  - *Each student must send in a request to the OLR email box for training. **(Please do not send grouped emails)***
  - *For those trainee's wanting to sign up for LSI Live Lab, please provide the date of when you completed the LSI Lecture Training Class.*
- Attendee selection will be made and a confirmation email will be sent out at least 2 weeks prior to course start date.
- Selected attendees will be notified and provided full details for the course.
- Only 2 attendees per agency will be selected to give a more equitable representation to all agencies/region's needs. Please do not send anyone not confirmed to attend, as the sessions will be filled to capacity and any unscheduled arrivals will be turned away.

**All trainings offered will begin PROMPTLY at their start time.**

- **Attendees should arrive at least 15-20 minutes prior to class start time** to park and complete the registration process should there be one. Attendees that arrive after training has begun will not be allowed to participate in the training.

## **Class Descriptions:**

### **Quick Connect Training**

#### ***Prerequisite:***

Participants will need the following prior to attendance/registration:

- Request via a supervisor, Quick Connect terminal access.
- Complete required DES CBT Security Training and submit copy of the certificate of completion with a passing score with request to attend.
- Have a finalized login ID and password authentication.
- Review Quick Connect screens before attending class.

#### ***Description:***

This course will provide students with the basic skills and knowledge necessary to navigate and utilize Quick Connect, the DES online database system, which processes foster care providers applications. Participants will be provided with an overview of all the Quick Connect screens involved in completing initial, renewal, and amended applications. Students will also be provided information regarding their role within Quick Connect, security measures, and quality control regarding input of accurate and comprehensive information.

### **Life Safety Inspections**

#### ***Target Audience:***

This course was designed to be attended by any licensing agency employee who may be called upon as part of their job duties to conduct a Life Safety Inspection.

#### ***Description:***

This course will provide the student with the pertinent rules contained in Arizona Administrative Code that authorize and dictate Life Safety Inspections. It will also provide the knowledge and skills to properly conduct a Life Safety Inspection using the provided/used worksheet.

## **Life Safety Inspections – Live Lab Supplemental**

### ***Prerequisite:***

Participants will need to have attended one of the Life Safety Inspection (LSI) classes/lectures hosted by OLR Training/LSI Personnel prior to attendance/registration.

### ***Description:***

This course will provide the student the opportunity to apply the basic knowledge obtained in the LSI class by performing a Life Safety Inspection in a controlled environment under the tutelage of OLR/LSI Staff.

The student will receive a brief refresher of the prerequisite class's information, and will be allowed to perform an inspection. Once the student/group has completed the inspection, their results will be reviewed and the student(s) will be debriefed as to their performance.

### ***Target Audience:***

This course was designed to be attended by licensing agency employees who will be performing Life Safety Inspections as part of their job duties.

### ***Required Equipment:***

Students will need to bring all equipment, tools, and agency specific forms they would need to complete an LSI as they would in the field (example: thermometer for refrigerator).

***\*\*No equipment/tools will be provided/available at the event location\*\****

## **Comforting the Trauma Tremors- Train the Trainer**

### ***Target Audience:***

This course is a Train-the-Trainer course designed to familiarize training personnel with the course flow and content. At the conclusion of the course, they will be provided all materials to enable them to hold classes for caregivers.

*The participant will be presented this class as if they were a foster parent/caregiver. They will be expected to take notes or clarify material as needed, to prepare them to present it in their own agency setting.*

**Prerequisite:**

*Participants must have prior experience serving as an instructor in a formal training capacity. Only those attendees who successfully attend and complete this course will be authorized to train these materials.*

*\*\*This course does not contain an instructor development component\*\**

**Description:**

During the course, the attendee will learn what trauma is, how it affects a child and the essential principles of trauma informed parenting. Understanding how trauma affects children can help you make sense of a child's sometimes baffling behaviors, feelings and attitudes. This course will teach skills and techniques to influence behavior and attitudes, reducing the stress of parenting a traumatized child.

The course/curriculum is designed for final delivery in two parts to allow for ease of scheduling. However, this course is being delivered in a full day format and will cover both parts.